

Department of Commerce Enterprise Architecture Advisory Group Charter

This charter establishes the Department of Commerce Enterprise Architecture Advisory Group.

Purpose

The Enterprise Architecture Advisory Group is a resource to help address, research, refine, and promote the use of an Enterprise Architecture as a strategic information management practice throughout the Department of Commerce.

Enterprise Architecture Definition

An Enterprise Architecture (EA) is a blueprint that explains how the results of Strategic Planning, Performance Planning, Budgeting, Capital Planning and Investment Control, Security and Privacy procedures, Acquisition, and other related information technology (IT) and general management processes work together to meet the enterprise's mission and objectives. The EA development process leads to an integrated framework, based on principles and standards, that explains Commerce's mission and how resources will be deployed to accomplish that mission. The EA defines the future state of the Department's information technology based on business and technology drivers as well as the transition plan for moving from the current (as-is) state to the future (to-be) state. An EA modeling toolset helps enable the development and implementation of the EA.

Background and Authority

The Enterprise Architecture Advisory Group supports the IT management improvement goals of the Clinger-Cohen Act of 1996, the Paperwork Reduction Act of 1995, and the e-Government Act of 2002, as well as related implementing regulations and guidance, including guidance from the Federal CIO Council, General Accounting Office, Office of Management and Budget, or other government-wide advisory bodies that address Enterprise Architecture.

The EA Advisory Group reports to the Commerce CIO.

The Enterprise Architecture Advisory Group Responsibilities

- Serve as technical counsel to the Commerce Chief Information Officer (CIO), the CIO Council, and the Commerce IT Review Board (CITRB) on the subject of Enterprise Architecture.
- Make recommendations and provide advice to the CIO, the CIO Council, and the CITRB with respect to policy, guidance, standards, and procedures related to the maintenance and update of the Enterprise Architecture.
- Promote a Commerce enterprise architecture, encouraging common systems and shared resources, while recognizing the federation of architectures that comprises the enterprise.
- Recommend IT technologies that may serve as foundations for Department-wide systems.
- Sponsor an adjunct Enterprise Architecture Review Board (see attachment 1), reporting to the CIO, CIO Council, and CITRB, that will review all operating unit architectures, provide recommendations for improvements, and formally approve or disapprove the architectures. This group will also evaluate IT investments that will be reviewed by the CITRB for compliance with the architecture.
- Manage the acquisition and development of a unified EA management system tool and promote its use throughout Commerce.
- Carry out tasks specifically assigned by the CIO, the CIO Council, or the CITRB.
- Identify improved architectural practices and promote their adoption throughout the Department.
- Share experiences, ideas, and promising practices among Advisory Group members and the CIO community at large.

Membership

- Membership will consist of representative(s) designated by the Commerce CIO and the operating unit CIOs, and will include the Commerce Chief Architect, the Director of the Office of IT Policy and

Planning, and the Chief Architects from the operating units as designated by their respective operating unit CIOs.

- The Chairperson will be selected by the Commerce CIO.
- At the option of the Advisory Group, representatives of other organizations may periodically be invited to observe or contribute to meetings and activities.
- At the option of the Advisory Group, operating unit EA support contractors may attend the meetings to observe or contribute to meeting activities.
- A Secretariat will be established and filled by one of the Advisory Group members, or filled in a manner agreed upon by the Advisory Group members.

Procedures

- The Commerce EA Advisory Group will meet every two weeks, or as needed and agreed to by the Group.
- Decisions will be based on a consensus, i.e., a decision that every Group member can accept and support.
- The Advisory Group will report its recommendations to the Commerce CIO.
- Final approval for decisions and recommendations resides with the Commerce CIO.

Responsibilities

- The Chair will develop the meeting agenda with assistance from members. An agenda will be sent out in advance of meetings.
- The principal responsibilities of the Chair include arranging meetings, organizing materials to facilitate recommendation-making by the Advisory Group, conducting the meetings, and sharing information with Group members.

- The Secretariat will record and publish meeting minutes, recommendations, and action items. Meeting minutes will be distributed to all Group members.
- An Advisory Group member will assume the responsibilities of the Chair when the Chair is not available.

Attachment 1 to Enterprise Architecture Advisory Group Charter

Department of Commerce Enterprise Architecture Review Board Charter

This charter establishes the Department of Commerce Enterprise Architecture Review Board as an adjunct to the Commerce Enterprise Architecture Advisory Group.

Purpose

The Enterprise Architecture Review Board (EARB) provides recommendations to the Commerce Chief Information Officer (CIO), the CIO Council, and the Commerce Information Technology Review Board (CITRB) on Enterprise Architecture (EA) issues including review, evaluation, and approval of the Commerce Enterprise Architecture (EA), review and evaluation of compliance of IT investments with the EA, and recommendations regarding EA standards. The EA encompasses a number of artifacts including architecture principles, baseline and target architectures, and transition strategy, as well as reference models that support the Federal Enterprise Architecture References Models.

Background and Authority

The EARB supports the IT management improvement goals of the Clinger-Cohen Act of 1996, the Paperwork Reduction Act of 1995, and the e-Government Act of 2002, as well as related implementing regulations and guidance, including guidance from the Federal CIO Council, General Accounting Office, Office of Management and Budget, or other government-wide advisory bodies that address Enterprise Architecture.

The EARB reports to the Commerce CIO.

EA Review Board Responsibilities

- Provide technical reviews, advice, and guidance to the Commerce CIO, the CIO Council, and the CITRB regarding the EA.
- Review all operating unit, including the Office of the Secretary, architectures as well as the Commerce umbrella architecture; provide

recommendations for improvements; and formally approve or disapprove these architectures.

- Analyze the architecture of IT investments before the investments are reviewed by the CITRB and provide comments and recommendations to the CITRB regarding the architectural aspects of the investments, including compliance with Commerce's EA. Provide recommendations including advice for termination or modification of investments, including associated acquisitions, that do not comply with the EA. See the CITRB charter for additional information regarding CITRB responsibilities.
- Carry out the configuration management activities identified for the EARB in the Configuration Management Plan.
- At the request of the Commerce CIO, review and provide recommendations regarding EA standards.

Membership

- The EARB is chaired by the Commerce Chief Architect.
- Board members include the following:
 - The Chief Architects of National Oceanic and Atmospheric Administration (NOAA), Bureau of the Census, National Institute of Standards and Technology (NIST), International Trade Administration (ITA), and other operating units designated by the Commerce CIO or the Commerce Chief Architect.
 - At the discretion of the Commerce CIO or the Commerce Chief Architect, representatives from the Office of the Chief Financial Officer, Office of Acquisition Management and Financial Management, Office of Budget, and Office of Human Resources.
 - Other representative(s) designated by the Commerce CIO or the Commerce Chief Architect.
- At the option of the Chair, subject matter experts and technical support may be requested to assist in the reviews.
- At the option of the Chair, operating unit EA support contractors may attend the meetings to observe or contribute to meeting activities.

Procedures

- The EARB will use Commerce EA guidance, Commerce EA data calls, and Federal EA guidance to evaluate the EA and associated investments. At the discretion of the EARB Chair, the EARB may develop and publish a standard scoring and evaluation tool for internal Board use.
- The EARB will review and approve or disapprove all operating unit EAs on an annual basis. The Board will provide, in writing, documentation to support the decisions.
- The EARB will meet regularly on a schedule that complements the CITRB, to review all IT investments, including associated acquisitions, scheduled for review by the CITRB. The Board will provide its observations to the investment sponsor at least one week in advance of the CITRB meeting, to allow the investment sponsor the opportunity to respond to the observations. The Board will report its final observations to the CITRB before the CITRB meeting.
- Only EARB members or designated alternates approved by the chair may evaluate. EARB members are exempt from evaluating the EA and investments under their purview, though they may provide explanatory information as requested.
- The EARB will meet as needed to ensure that the EA artifacts, including models, meet the configuration management standards defined in the Configuration Management Plan.
- The Board will report its findings and recommendations to the Commerce CIO, the CIO of the organization under review, and, in the case of investments under review by the CITRB, to the CITRB members.
- At the request of the Commerce CIO, the EARB will review and provide recommendations regarding EA standards.
- Decisions will be based on a consensus, i.e., a decision that every Group member can accept and support.
- Final approval for Board decisions and recommendations resides with the Commerce CIO.

- All pre-decisional materials, including background information, notes, evaluation forms, and draft documents, will be the property of the Board and will not be released to non-Board members except at the discretion of the Chair.
- The Board may hold virtual meetings and communicate through e-mail, conference calls, etc.

Responsibilities

- The Chair will develop the meeting agenda with assistance from members and organize materials to facilitate decision making by the Board.
- The Board's products – comments, observations, recommendations, approvals, etc. -- will constitute documentation of the Board's activities. The Chair will ensure that the documentation is acceptable.
- A Board member will assume the responsibilities of the Chair when the Chair is not available.